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13 September 1972

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT: Status Report on IC Files and Papers

1. The current status of IC files and the program we have in being to keep an eye on it can be summarized as follows:

The IC Staff has 565 linear feet of files (as of July 1972) or about 1 four-drawer safe for each member of the staff. During the past year 100 linear feet of files have been destroyed and 76 linear feet have been retired to the Record Center, 55 of these are permanent and 21 temporary.

When the IC Staff came into being, many of the files of the NIPE Staff were reviewed to eliminate duplication, non-essential records and outdated material. These included the files of the NIRB, CCPC, IHC, IGCP, the Data Support Group and the Systems Analysis staff. Some other files, such as those of the Shute Early Warning Study, have been consolidated and there is a continuing program for retiring those records that must be kept but are not in current use. When the problem of space for the Staff has been finally settled, we will have a central registry which should centralize correspondence and reference files and reduce the burden of their maintenance on the various components of the Staff. It will also tend to discourage individual components from maintaining their own registry procedures, which is the tendency now.

2. It must be noted, however, that the IC Staff is in its first year and as individual components develop their programs, there is bound to be some increase in the size and number of files. With an active retirement schedule and periodic reviews, these increases should easily be kept within bounds.

(Signed) Bronson Tweedy

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